# Personnel Administration

# Chapter 2

# Process Hiring

1

# Process Hiring Objectives

By the end of this chapter, you will be able to:

➢ Define terms, concepts and procedures
➢ Process New Hire

# Hire Overview

**The employee master data records are the most critical element in the HR component.** When an employee is hired, all relevant information must be entered in order to support HR administration, time-recording, payroll, and benefits administration.

<div align="center">

**Stop! Think! Remember!**

</div>

To determine if a person was a former state employee with a personnel number in AASIS, use one of the search functions. Also, you may contact OPM/State Payroll Systems and request a search of all participating AASIS agencies for previous employment.

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# Rehire Overview

In the *Rehire* Action, the same screens are used that are used in the Hire Action. These screens will appear one after another, requiring you to enter basic information about the employee. Since the employee has a previous record, screens can be copied or modified as necessary from the previous employment period.

**Stop! Think! Remember!**

For all employees terminated prior to June 24, 2001 and then rehired after June 24, 2001, the employee will have to be hired in as a '**new hire**' because their previous record will not be in AASIS.

# Rehire Overview, continued

To determine if a person was a former state employee with a personnel number, use one of the search functions. Also, you may contact OPM/State Payroll Systems and request a search of all participating AASIS agencies for previous employment. If after obtaining the personnel number you are not able to access the employee's record, you will need to send the Master Data form and if applicable the approval letter for Labor Market, or the approval letter for Exceptional Well Qualified (EWQ) to OPM/State Payroll Systems for processing.

**Stop! Think! Remember!**

If you are entering the PA40 transaction for a rehire and receive a message, **"No authorization error message",** you will need to send the Master Data form and if applicable the approval letter for Labor Market, or the approval letter for Exceptional Well Qualified (EWQ) to OPM/State Payroll Systems. They will enter the rehire action in the system.

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# Rehire Retiree Overview

In the Re-employment of Retiree Action, the same screens are used that are used in the Hire Action. These screens will appear one after another, requiring you to enter basic information about the employee. Since the employee has a previous record, screens can be copied or modified as necessary form the previous employment period.

**Stop! Think! Remember!**

For all employees retired prior to June 24, 2001 and then rehired after June 24, 2001, the employee will have to be hired in as a **'new hire'** because their previous record will not be in AASIS.
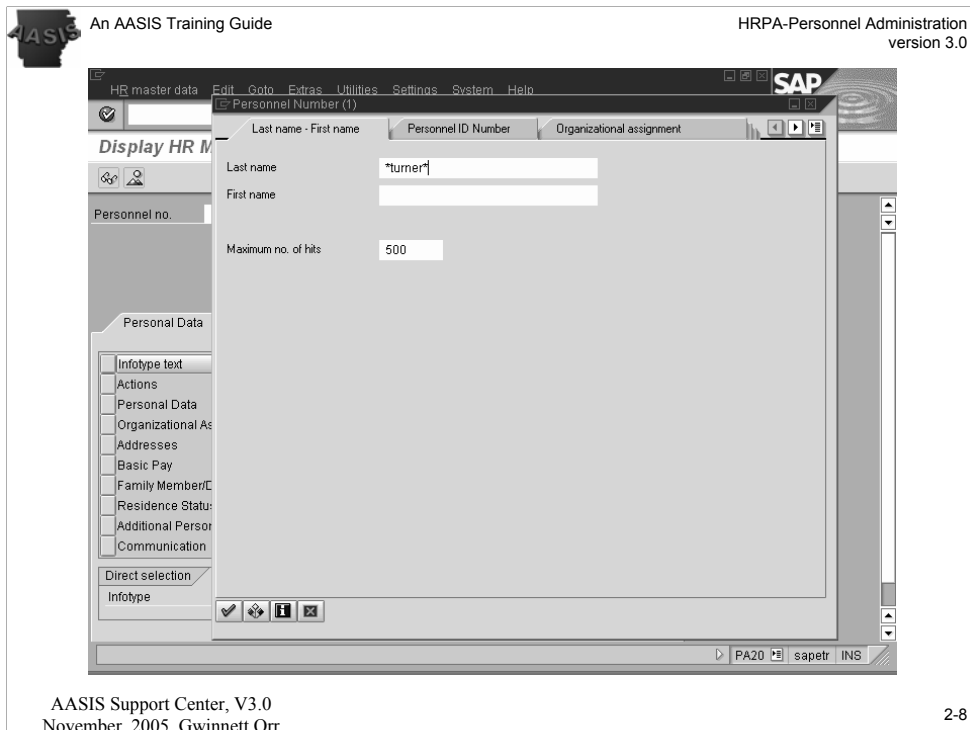
# Demonstration

## Personnel Actions - Hire

Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions (PA40)

HR master data   Edit   Goto   Extras   Utilities   Settings   System   Help

SAP

**Display HR M**

Personnel Number (1)

| Last name - First name | Personnel ID Number | Organizational assignment |

Last name     *turner*

First name

Maximum no. of hits     500

Personnel no.

Personal Data

Infotype text
Actions
Personal Data
Organizational As
Addresses
Basic Pay
Family Member/D
Residence Statu:
Additional Perso:
Communication

Direct selection

Infotype

PA20   sapetr   INS

Note:  Before you begin this process, the hiring agency should check for previous employment by using the available search functions.  **For more information on how to perform a search refer to Troubleshooting Note # 1**.  You may also contact OPM/State Payroll Systems and request a search of all participating AASIS agencies for previous employment.

Also, the hiring agency should verify the employee's social security number, permanent address information, bank information and W4/W5 information.

Note: All extra-help positions **MUST** be attached to a legitimate job code/class code, thru the Crossgrade/Downgrade transaction, before initiating the hire action. The agency's personnel with the role of Org and Comp Specialist can process the Crossgrade/Downgrade transaction.  If this transaction is not processed before the hire action is processed , the employee will not be paid appropriately.
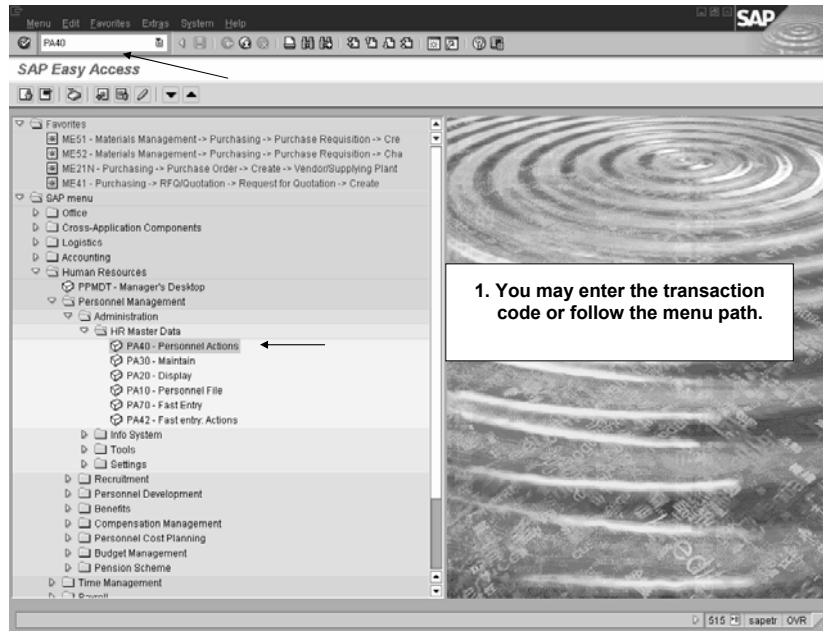
9

1. You may enter the transaction code or follow the menu path.

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# Entering a New Hire

HR Master Data   Edit   Goto   Extras   Utilities   Settings   System   Help

SAP

**Personnel Actions**

**4. execute**

Personnel no.

From   07/01/2005

**2. Enter start date**

Personnel Actions

| Action Type | Personn.. | EE group | EE subg |
|---|---|---|---|
| Hire | | | |
| Hire Board or Commission Membr | | | |
| Rehire | | | |
| Re-employment of Retiree | | | |
| Change in Pay/Posn Attributes | | | |
| Transfer | | | |
| Promotion/Demotion | | | |
| DROP | | | |
| LWOP - Inactive Status | | | |
| Return from Leave | | | |
| Termination | | | |
| Retirement | | | |
| Concurrent Employment | | | |
| Terminate Concurrent Empl. | | | |

**3. Select Hire**

ETR (1) (510)   sapetr   INS

**Personnel Actions:** This is the initial screen to begin the hiring process.

Do not enter a number in the "Personnel no." field. This number will generate automatically from the system. Verify the date of hire to make sure it is correct before you save this screen. If an incorrect hire date has been entered and saved, refer to **Troubleshooting Note #2**.

# Entering a New Hire



Infotype  Edit  Goto  Extras  System  Help

SAP

**Create Actions**

🖫 🖹 👤 ✏ Change info group

Pers.No.
Start    09/20/2004  to    12/31/9999

Personnel action
Action Type    Hire
Reason for Action

**5.Click on drop down**

Status
Customer-specific    No
Employment    Activ
Special payment    Standard wage type

Organizational assignment
Position    22078413
Personnel area    FA01
Employee group    7
Employee subgroup    U0

**6. Enter position #**

Additional actions
Start date  Act.  Action type    ActR  Reason for acti

Reason for Action (1)  12 Entries Found

Restrictions

Action Type: ZF
Name of action type: Hire

| Ac... | Name of reason for action |
|---|---|
| 01 | New Hire |
| 02 | Emergency Hire |
| 03 | Non-Participating Agency (Act) |
| 04 | Non-Participating Agency (Ter) |
| 05 | Non-Participating Agency (Ret) |
| 06 | Extra Help/Seasonal |
| 08 | Rehire (Break in Service) |
| 09 | Rehire (No break in service) |

Entries Found                    T.

Information
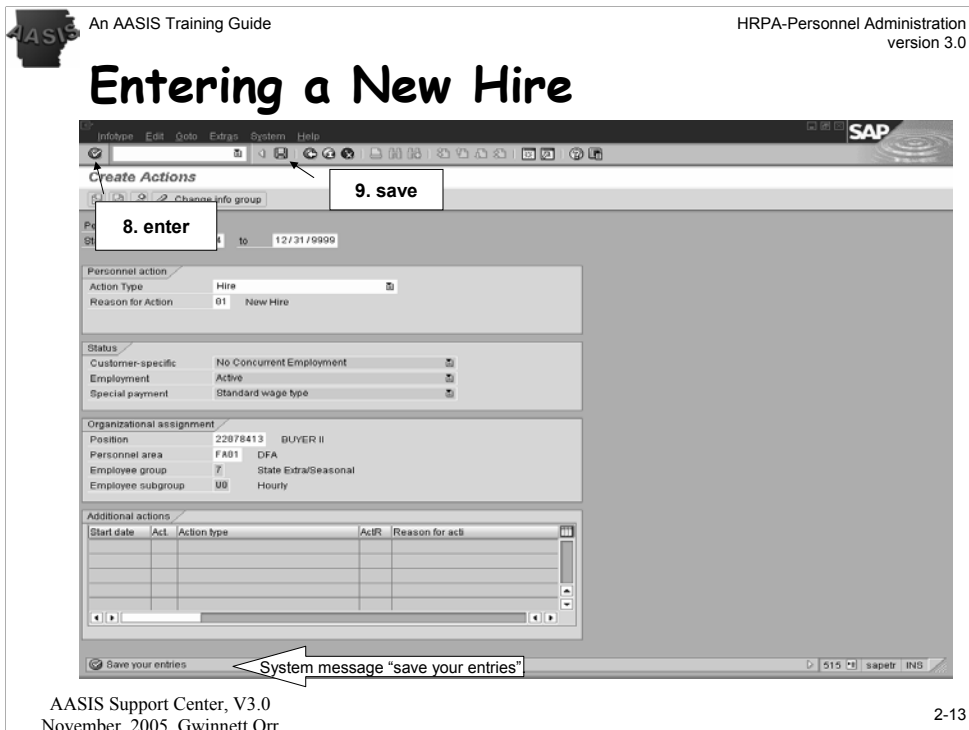
ℹ Default values are used by the position

✔ ❔

**7. Click the green check to continue**

515  sapetr  INS

**Actions (Infotype 0000)** - Employee actions are stored in this infotype.  You must complete this screen and save your entries.

A reason code must be entered in the "Reason for Action" field. Click on the drop-down list to select the reason.    Position field - enter the position number.  The system will default data in the Personnel area, Employee group, and Employee subgroup.

# Entering a New Hire

**Actions (Infotype 0000) continued** - Employee personnel actions are stored in this infotype for a historical record. You must complete this screen and save your entries.

After clicking the enter button, the message 'Default values are used by the Position' will appear. This means that the position has data attached to it that will default into the appropriate fields (personnel area, employee group, employee subgroup, etc.). Click continue to proceed to the next step.

If you receive the message "position is currently occupied", you will need to enter a different position number. If the position is eligible for job share and you receive this message, please contact OPM Class & Comp.

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# **Entering a New Hire**

Infotype  Edit  Goto  Extras  System  Help

**Create Actions**

Pers.No.       378
Start          09/20/2004    to

> Personnel Number
> Generated by the system

Personnel action
Action Type          Hire
Reason for Action    01    New Hire

Status
Customer-specific    No Concurrent Employment
Employment           Active
Special payment      Standard wage type

Organizational assignment
Position             22078413    BUYER II
Personnel area       FA01        DFA
Employee group       7           State Extra/Seasonal
Employee subgroup    U0          Hourly

Additional actions
| Start date | Act. | Action type | ActR | Reason for acti |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Save your entries                                                515    sapetr   INS

If you have completed at least the Actions infotype of the Hire Action and then exit out of PA40, or if your system locks up, or a power failure is experienced; re-execute your Action.  To re-execute your Action refer to **Troubleshooting Note # 7** located in Chapter 3.

If you exit the action before completing the Actions infotype (0000), then you need to simply start the Hire action again.

# Entering a New Hire

Create Personal Data

**13. save**

**12. enter**

Status   Active

To   12/31/9999

Name

Title

Last name   Turner

**10. Enter first and last name of the employee.**

First name   Quatez

Middle name

Designation

Known As

Suffix

Name

HR data

SSN   462225056

Date of Birth   12241983

Gender

○ Female   ● Male

Language   English

Nationality

**11. Enter SSN, DOB, gender, and martial status.**

Marital status

Record created

Message shows previous infotype was saved

ETR (2) (510)   sapetr   INS

**Personal Data (Infotype 0002)** - This infotype is used to enter an employee's personal information. You must complete this screen and save your entries.

The first and last name of the employee must be entered. Enter the name, capitalizing only the first letter of the first name and the first letter of the last name (example: Tonya Smith).

The social security number is entered without using hyphens (example: 123456789). Note: If you receive a message "social security number already assigned to another employee" refer to **Troubleshooting Note #3**.

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# Entering a New Hire

Infotype  Edit  Goto  Extras  System  Help

**Create Organizational Assignment**

Org Structure

| Personnel No | 2432 | | | Status | Active |

SSN   462225856

Start  09/20/2004  to  12/31/9999

**Enterprise structure**

| CoCode | ARK | State of Arkansas | Leg.person | | |
| Pers.area | FA01 | DFA ← | Subarea | OAL2 | OT,Std,HB ← |
| Cost Ctr | 383260 | DFA ← | Bus. Area | 0610 | DEPT OF FINANCE AND ← |

> **Personnel area, payroll area, cost center subarea, & business area all default from the position number.**

**Personnel structure**

| EE group | 7 | State Extra/Seasonal | Payr.area | 11 | Arkansas Bi-Weekly ← |
| EE subgroup | U0 | Hourly | Contract | | |

**Organizational plan**

| Percentage | 100.00 | | Assignment |
| Position | 22078413 | V006 |
| | | BUYER II |
| Job key | 21667977 | 9999 |
| | | EXTRA HELP |
| Exempt | N | |
| Org. Unit | 21705318 | DIR |
| | | Directors Office |

**Administrator**

| PersAdmin | ☑ |
| Time | ☑ |
| PayrAdmin | ☑ |

**Additional fields**

| Benefits Administrator | ☑ |

ETR (1) (515)  sapetr  OVR

## Organizational Assignment (Infotype 0001) - <u>You must complete this screen and save your entries.</u>

The Personnel area is a 4 digit alphanumeric code which defaults from the position. The first 2 digits represent the agency and the next 2 digits represent the location. To change the Personnel area, refer to **Troubleshooting Note #4**.

The Personnel subarea is a 4 digit alphanumeric code which also defaults from the position. The Personnel subarea indicates what type of leave and timekeeping rules are required for a given position. If the Personnel subarea begins with an 'O' then the position is non-exempt and time must be entered in the system. For example, 'OAL1' – the employee is eligible for overtime, they have a standard work week, they are eligible to bank 240 hours and accrue annual, sick, holiday and birthday leave.

# Entering a New Hire

**Organizational Assignment (Infotype 0001), continued** - If the Personnel subarea begins with an 'N' then the position is exempt and only leave time must be entered in the system. For example, 'NEL1' – the employee is not eligible for overtime and they accrue annual, sick, holiday and birthday leave. To change the Personnel subarea, refer to **Troubleshooting Note #5**.

The cost center defaults from the position. Because the employee is paid from the cost center, it is important to verify this information with your agency's Finance department. To change a cost center, you need to contact your agency's person with the role of Agency Org. and Comp. Specialist and request they make the change.

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# Entering a New Hire

**Organizational Assignment (Infotype 0001), continued –**
The Employee group defaults from the position. This one digit numeric code identifies the type of employee. Such as '1' – Regular State Employee, '2' – State Retiree, etc.

The Employee subgroup defaults from the position. The subgroup is a 2 digit alpha code that further identifies the type of employee. For example, 'UE' is a regular salaried employee not belonging to any other Employee subgroup and 'UC' is a uniform commissioned employee.

The Payroll Area will default from the position number. **DO NOT CHANGE!** If a correction needs to be made contact OPM/Classification and Compensation.

The position field reflects the budgeted position number the employee occupies.

# Entering a New Hire

**Organizational Assignment (Infotype 0001), continued –** The job code (class code) information is reflected to the right of the position number. For example, V006 is the job code used for the position number 22078413. The job key field reflects the authorized job and is a system generated number. The 4 digit job class code is reflected to the right of this number. If this number is different than the job reflected by the position number, then the position has been crossgraded or downgraded. Remember: All extra-help positions MUST be attached to a legitimate job code. The authorized job code for extra-help positions is "9999". This will be reflected by Job Key. If it does not, contact your agency's personnel with the role of Org and Comp specialist.

The **work contract** field drives benefits:

Select a work contract option from the drop-down list. Below is a listing and description of the options.

•80+HR/MO, 3MO = This employee works 80 hours or more a month for 90 consecutive days or more and is eligible for retirement only.

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# Entering a New Hire



Create Organizational Assignment

Personnel No    2432          SSN    462225856          Status    Active

Start    09/20/2004    to    12/31/9999

**Enterprise structure**
CoCode    ARK    State of Arkansas          Leg.person
Pers.area    FA01    DFA          Subarea    0AL2    OT,Std,HB
Cost Ctr    383260    DFA          Bus. Area    0610    DEPT OF FINANCE AND ...

**Personnel structure**
EE group    7    State Extra/Seasonal          Payr.area    11    Arkansas Bi-Weekly
EE subgroup    U8    Hourly          Contract

0-19 HRS PER WK
1000 Hours/Year
80+HR/MO, 3MO
<80HR/MO, 3MO
Drop 1000Hrs Yr
Drop <20 Hrs Wk
RehirRet 1000YR
RehireRET<20 WK

**14. Select work contract option.**

**Organizational plan**
Percentage    100.00    [Assignment]          Administrato
Position    22078413    V006          PersAdmin
BUYER II          Time
Job key    21667977    9999          PayrAdmin
EXTRA HELP
Exempt    N
Org. Unit    21705318    DIR
Directors Office

**Additional fields**
Benefits Administrator

ETR (1) (515)    sapetr    OVR

•1000 Hours/year = This is a full-time employee who is eligible for all benefits.

•<80HR/MO, 3MO = This employee works less than 80 hours a month for 3 months or less and is not eligible for any benefits.

•0-19 Hours = This employee working 19 hours or less a week and is not eligible for any benefits.

•Drop 1000 Hrs Yr = This is a full-time employee enrolled in the Deferred Retirement Option Plan that works 1000 hours or more a year. This employee is eligible for all benefits **except retirement**.

•Drop <20 Hrs Wk = This is an employee enrolled in the Deferred Retirement Option Plan that works less than 20 hours a week. This employee is not eligible for any benefits.

•RET 1000YR = This is full-time rehired retiree who is retired in the same retirement plan of the hiring agency and that works 1000 hours or more a year. This employee is eligible for all benefits **except retirement.**

•RET <20 WK = This is rehired retiree that works less than 20 hours a week. This employee is not eligible for any benefits.

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# Entering a New Hire

**Remember:**
The employee cannot have time entered in the system, be enrolled in benefits, and receive a paycheck until the hiring action has been completed!

**15. Enter the Personnel, Time, Payroll and Benefits Administrators.**

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It is important to know that if the persons who enter time, benefits, or payroll are not selected as the administrators, an internal agency communication needs to be established. This enables these people to properly manage the employee based on Personnel Administrator Actions.

If the person's name who enters the time, benefits, or payroll processes is not identified in the drop-down list, contact your manager.

**Remember:** The employee cannot have time entered in the system, be enrolled in benefits, and receive a paycheck until the hiring action has been completed.

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# Entering a New Hire

**Date Specifications (Infotype 0041) -** This infotype stores data relating to important date events that have an impact on other Human Resources areas, like Payroll, Benefits and Time Management. **You must complete this screen and save your entries**. For a rehire, re-employment of retirees and/or a hire from a non-participating agency, make sure you adjust the date types as needed.  For example, adjust the Career Service and Leave Accrual dates when needed. **Refer to Troubleshooting Note #6**.

 Also, you may add other date types and dates on this screen. Upon rehiring a STAR Employee (*State Temporary Employee Active in Retirement*), use the next available field on this infotype, use the drop-down menu, and select STAR start date, enter the STAR employee start date.

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# Entering a New Hire

**Create Monitoring of Tasks**

| | | | |
|---|---|---|---|
| Personnel No | 478 | Name | Quatez | Status | Active |
| EE group | 7 State Extra/Seaso... | Personnel ar | FA01 | DFA |
| EE subgroup | U0 Hourly | SSN | 462-22-5856 |

**Task**

| | | | |
|---|---|---|---|
| Task Type | End of Probation | | |
| Date of Task | | Processing indicator | New task |

**Reminder**

Reminder Date

Lead/follow-up time

**Comments**

> **18. This infotype is optional you may skip this screen by clicking the next arrow and go to the next record .**

Record created

515  sapetr  INS

**Monitoring of Tasks (Infotype 0019)** - This infotype is optional. It stores additional data on date effective events for the employee, along with a deadline and a reminder date. Examples of dates your agency may want to monitor are End of Probation, Catastrophic Leave, DROP Start Date, DROP End Date, Driver's License Expiration, End of Leave, and Performance Evaluation Date. These are some of the date events you may select in task types.

To enter additional date events, complete all steps through saving the information. Then select the next date event and complete all the steps. To continue to the next screen, click the red X to cancel.

# Entering a New Hire

**Addresses (Infotype 0006) Subtype Business Address** - This infotype stores the employee's business address and business phone number.  You must complete this screen and save your entries.

This information will be defaulted based on the employee's personnel area.  If necessary, you can make changes to this information.  Before you make changes, be sure the correct personnel area is reflected for the position.  If the personnel area is correct, but the business address is wrong for the personnel area, contact the AASIS Help Desk at 683-2255 with the correct address information.

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# Entering a New Hire



Create Addresses

**20. save**

Personnel No    478    Name    Status    Active
EE group    7    State Extra/Seaso..    Personnel ar    FA01    DFA
EE subgroup    U0    Hourly    SSN    462-22-5856
Start    09/20/2004    to    12/31/9999

Address

Address type    Permanent residence
c/o
Address line 1    1306 Casino River Rd
Address line 2
City    Helena
State/Zip Code    AR    Arkansas    72432
Country Key    USA
Telephone number

Communications

Type    Number    Exte
Type    Number    Exte
Type    Number    Exte
Type    Number    Exte

**Enter the employee's permanent home address. You must save your entries!**

Additional fields

Address Release Flag

Save your entries    515    sapetr    INS

**Addresses (Infotype 0006) Subtype Permanent Address** - This infotype stores the employee's permanent home address. The employee's check will be sent to their permanent home address (unless the employee has chosen direct deposit). You must complete this screen and save your entries.

If the employee desires their check to be sent to a P. O. Box, enter that information on Address Line 1. **Address line 2 is no longer available for use.** Currently, there are 40 character spaces for Address Line 1. Enter 4 digits after the zip code, key without using a hyphen. (722012525).

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# Entering a New Hire

**Addresses (Infotype 0006) Subtype Permanent Address** - For employee's change of address, the appropriate forms need to be sent to APERS, EBD (Employee Benefits Division) and any voluntary products providers.

✓If the employee moves to Texarkana, AR., the Residence Tax Area infotype 0207 will also need to be updated.

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# Entering a New Hire



**21. This infotype is optional you may skip this screen and go to the next record by clicking on the Red X to cancel. Then click YES to continue to the next screen.**

**Other/Previous Employers (Infotype 0023)** - This infotype is optional. It maintains information relating to the employee's present and/or previous employer(s).

If you choose to maintain this infotype, enter the employer name, city of previous employer, click enter and save. Click RED X if you do not wish to enter information on this screen.

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# Entering a New Hire

**Additional Personal Data (Infotype 0077)** - This infotype stores additional employee personal data related to Ethnic Origin and Military Status.

**This information is required for several personnel administration reports and MUST be entered and saved. This infotype is a required infotype for EE04 reporting to the federal government.**

In the 'Ethnic origin' field, select the ethnic origin from the drop-down list as reported for EEOC (Equal Employment Opportunity Commission).

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# Entering a New Hire

**Residence Status (Infotype 0094)** - This screen stores Employment Eligibility Verification (I-9 Federal forms). You must complete this screen and save your entries.

If you select "Non-resident alien" you will need to complete subtypes US01 Visa Information (US) & US02 I-94 Records (US) which will appear next.

# Entering a New Hire



**29. save**

**28. enter**

Create Planned Working Time

Infotype  Edit  Goto  Extras  System  Help

Name
EE  Personnel ar  FA01    DFA
EE  SSN    462-22-5856
Start  09/20/2004  To  12/31/9999

Work schedule rule
Work schedule rule  OPEN08
Time Mgmt status  1 - Time evaluation of actual times
Working week  Sunday to Saturday
☐ Part-time employee

Working time
Employment percent  100.00    ☐ Dyn. daily work schedule
Daily working hours
Weekly working hours  0.00
Monthly working hrs  0.00
Annual working hours  0.00
Weekly workdays

Note:
All employees' work schedules are defaulted to 100%. If the employee is part-time, check the part-time employee box and adjust the employment percent accordingly.

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**Planned Working Time (Infotype 0007)** - This infotype stores the employee's work schedule.  The most commonly used work schedule is assigned automatically to the employee, based on the employee's group, subgroup, personnel area, and subarea (which defaults from the position).  Verify the work schedule, and if necessary make changes.  **You must complete this screen and save your entries**.  The 'Employment percent' field will default 100% for the employee's working time. If the employee is part-time or extra-help (less than 100%), you **MUST** adjust the 'Employment percentage' accordingly and click the 'Part-time employee' box.  The Daily, Weekly, Monthly, and Annual working hours and the Weekly workdays will adjust accordingly upon clicking enter.

If an employee is changing from a part-time to full-time status, you must uncheck the "Part-time employee" box and "Dyn. Daily work schedule" box.

# Entering a New Hire



Infotype  Edit  Goto  Wage types  Extras  System  Help

**Create Basic Pay**

Salary amount | Payments and deductions

| Personnel No | 478 | Name | Quatez ... | Status | Active |
| EE group | 7 State Extra/Seaso... | Personnel ar | FA01 | DFA | |
| EE subgroup | U0 Hourly | SSN | 462-22-5856 | | |
| Start | 09/20/2004 | to | 12/31/9999 | | |

Subtype    0    Basic contract

Salary

| Reason | 01 | Capacity util. level | 100.00 |
| PS type | 01 Classified | Work hours/period | 80.00 Bi-weekly |
| PS area | 01 State of Arkansas | | |
| PS group | 18 Level 01 | Annual salary | USD |

| Wa... | Wage Type Long Text | O. | Amount | Curr... | I.. | A. | Number/unit | Unit |
| 1013 | Extra Help Hourly Rate | | | USDN | I | ✓ | | |
| | | | | USDN | | | | |
| | | | | USDN | | | | |
| | | | | USDN | | | | |
| | | | | USDN | | | | |
| | | | | USDN | | | | |
| | | | | USDN | | | | |

IV 09/28/2004 - 12/31/9999    0.0000 USDN    Payroll Simulation

Reason for Changing Master Data (1...

Restrictions

Infotype: 0008

| Re | Reason text |
| 01 | Within Range |
| 02 | New Hire at Band1 |
| 03 | Special Language to Band3 |
| 04 | Special Language to Band4 |
| 05 | Hire Rate 2M Grade 13 & below |
| 06 | EWQ |
| 07 | LMR |
| 08 | Promotion 6% |
| 09 | Promotion 8% |
| 10 | Demotion 6% |
| 11 | Demotion 8% |
| 12 | Unclassified Salary Change |
| 13 | No Salary Change |

24 Entries Found

**30. Select the reason code. Some reason codes require approval from OPM.**

515    sapetr  INS

**Basic Pay (Infotype 0008)** - This infotype stores the employee's basic pay.  Most of the information on this screen will default from the position. **You must complete this screen and save your entries.**

A reason code **Must** be entered on this infotype. The Reason code for the Basic Pay infotype 0008 must correspond with the Reason code selected for the Action infotype 0000.

There are certain reason codes that have guidelines set by OPM/Class and Comp that **must** be complied with before being selected.  Reasons such as EWQ (exceptionally well qualified) requires prior approval from OPM.  Please refer to the OPM website for further guidelines.

**See the Appendix A QRC Salary Edits Rules**

http://aasis.state.ar.us/Training/CourseWare/CWareHRPA.htm

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# Entering a New Hire

Copy Basic Pay

Salary amount | Payments and

**32. save**

Personnel                          Name
EE group        **31. enter**      Personnel ar   HL87        Department of Health
EE subgrou                         SSN           462-22-5856
Start           09/01/2004   to    12/31/9999

Subtype         0    Basic contract

Salary

Reason          02          Capacity util. level   100.00
PS type         03    Extra Help        Work hours/period      80.00  Bi-weekly
PS area         01    State of Arkansas
PS group        9999   Level  00       Annual salary                          USD

| Wa.. | Wage Type Long Text | O. | Amount | Curr.. | I.. | A. | Number/unit | Unit |
|------|---------------------|-----|--------|--------|-----|-----|-------------|------|
|      |                     |     | 13.0704 | USDN  |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |
|      |                     |     |         | USDN   |     |     |             |      |

1Y  10/21/2004 - 12/31/9999            0.0000  USDN        Payroll Simulat

**The basic pay hourly rate defaults from the position.**

**Basic Pay (Infotype 0008) continued** - Every employee (including salary employees) has an hourly rate (excluding employees paid semi-monthly). To view the employees hourly pay range, go to the 'Level' field and click on the selection icon. The hourly rate entered here will be validated by a system check. The 'Capacity utilization level' defines what percentage of standard working time an employee works. This field defaults from the 'Employment percent' information entered on infotype 0007.

The wage type field reflects the payroll wage type used in the payroll run process. This wage type defaults from the position. If an additional wage type needs to be added, click on the drop-down list in the wage type field. For each wage type there must be an hourly rate of pay entered.

**FYI:** To display Annual COLA salary increase (Cost of Living Adjustment), refer to **Troubleshooting NOTE # 8.**

# Entering a New Hire
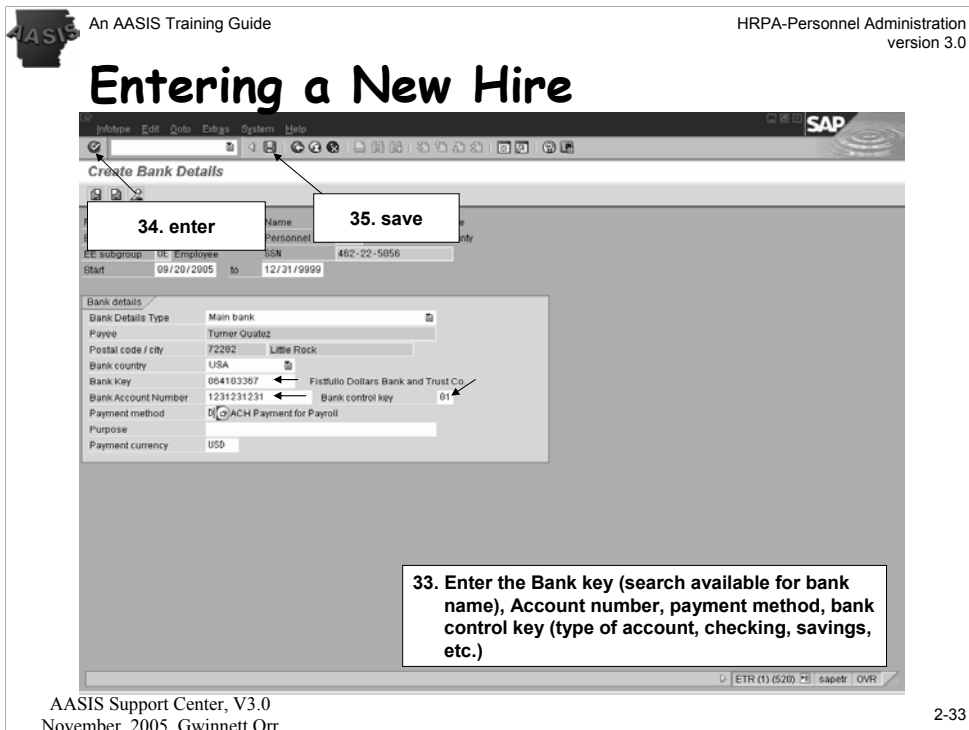
**Bank Details (Infotype 0009)** - The Bank Details screen enables you to indicate that an employee is to be paid by direct deposit. **The Office of Personnel Management recommends a limit of five records for direct deposit and/or warrants. You must complete this screen and save your entries**. Act 1887 of 2005 requires payment of salary or wages to be made by electronic warrant transfer (ACH) as a condition of employment. As of August 12, 2005 all new hires, rehires and appointments to a position in any agency in the State government must elect direct deposit. When employee is being paid by direct deposit, the following fields need to be entered:  Bank key, Bank account number  (cannot exceed 13 digits), Bank control key (the appropriate account either 01-Checking or 02-Saving must be reflected) and Payment method defaults to  'D'-Direct deposit. Verification of the accuracy of the bank details infotype is a MUST, in order for the employee's pay to be transferred to the correct account. Should you have any questions regarding this issue you may contact OPM State payroll.

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# Entering a New Hire



Note:
Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

**36. Select the tax area.**

**Residence Tax Area (Infotype 0207)** - This screen lists the employee's state of residence for tax purposes. **You must complete this screen and save your entries.**

Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

If the employee does not live in the State of Arkansas or in Texarkana, Arkansas, then the only selection would be Federal for this infotype.

# Entering a New Hire

**Work Tax Area (Infotype 0208)** - This infotype records the amount of time an employee works in each locality other than their Residence Tax Area (infotype 0207) throughout the tax period. **You must complete this screen and save your entries**.

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# Entering a New Hire

Infotype   Edit   Goto   Extras   System   Help

SAP

Create Unemployment State

**39. enter**

**40. save**

Perso                          Name                          Active
EE group        1  State Extrahelp   Personnel ar   FA01        DFA
EE subgroup   U0  Hourly            SSN            462-22-5056
Start           09/20/2004  to     12/31/9999

Unemployment data
Tax authority        AR    Arkansas
Worksite

Your agency does not have to enter worksite information. However this infotype **MUST** be saved.

Record created                                                   515    sapetr   INS

**Unemployment State (Infotype 0209)** - This screen enables you to record the state that is responsible for paying the employee's unemployment insurance. **You must complete this screen and save your entries.**

If your agency utilizes this infotype and the worksite(s) are not included in the drop-down list, you may have them added by contacting the AASIS Help Desk at 683-2255.

Your agency does not have to enter worksite information.  However, you MUST save this infotype.

# Entering a New Hire

**Withholding Info W4/W5 US (Infotype 0210)** - This infotype stores the information presented by the employee on the W4/W5. **You must complete this screen and save your entries**.  This information is used by payroll to calculate withholding tax.  The screen will appear twice.  Enter State withholding information, then enter Federal withholding information.

Dependent allowance field must reflect the number of dependents the employee is claiming on the withholding form.  If the employee desires to withhold additional amounts from their pay, enter the dollar amount in the 'Add. Withholding' field.

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# Entering a New Hire
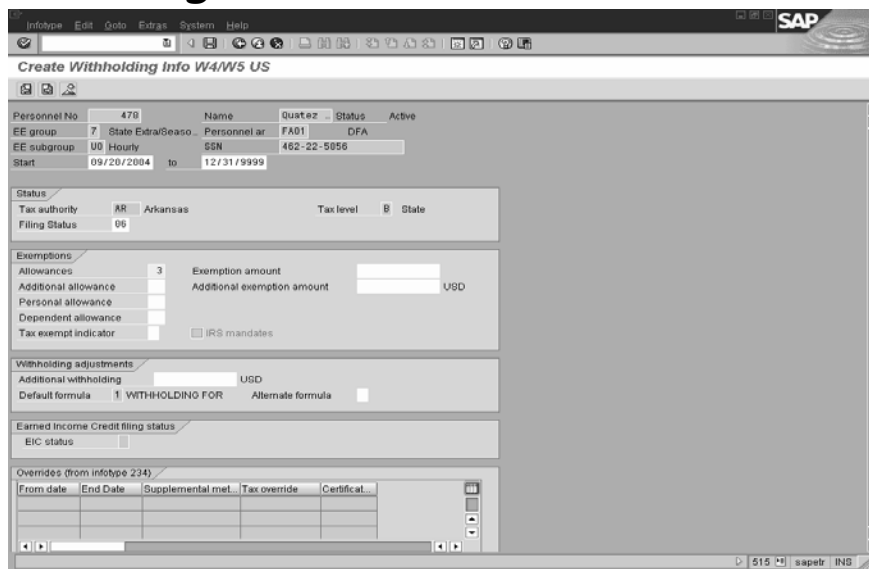
**Withholding Info W4/W5 US (Infotype 0210), continued** –
There are only two groups of employees eligible for exemption
from Arkansas income tax (Arkansas Acts 48 and 177 of
1977). The first group is as follows:

1. Employees living within the city limits of Texarkana, AR –
These employees do not have to work in Texarkana, AR or
Texarkana, TX. In fact, there are no limitations as to where
they work to be exempt from Arkansas income tax. However,
employees working within the city limits of Texarkana, AR; but
do not live within the city limits of Texarkana, AR are not
exempt from Arkansas income Tax. For example, the
employee lives in Hope, AR and works within the city limits of
Texarkana, AR, the employee is not exempt from Arkansas
income tax.

# Entering a New Hire

**Withholding Info W4/W5 US (Infotype 0210), continued** – There are only two groups of employees eligible for exemption from Arkansas income tax (Arkansas Acts 48 and 177 of 1977).  The second group is as follows:

2. Employees living within the city limits of Texarkana, TX – These employees MUST work within the city limits of Texarkana, AR to be exempt from Arkansas income tax.  They are not exempt from Arkansas income tax if they work anywhere else in Arkansas.  For example, an employee that lives in Texarkana, TX but works in Magnolia, AR is not exempt from Arkansas income tax.

**If the employee is exempt, only use "R" in the Tax exempt indicator field.**  Contact OPM-State Payroll Systems, if you have any questions concerning this infotype.

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**Federal Tax authority will appear next.** You must complete and save your entries.

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# Entering a New Hire

**Communications (Infotype 0105)** - This infotype is optional.  It stores information relating to various types of communication contacts for the employee.  There are more than 23 types of communication which can be stored, i.e. e-mail address, pager #, badge number, mobile phone number, state credit card number, etc.

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# Entering a New Hire



Within the screenshot:

Create Communication

| | | |
|---|---|---|
| Personnel No | 478 | Name | Quatez | Status | Active |
| EE group | 7 | State Extra/Seaso.. | Personnel ar | FA01 | DFA |
| EE subgroup | U0 | Hourly | SSN | 462-22-5856 |
| Start | 09/20/2004 | to | 12/31/9999 |

Communication

Type    0001    System user name (SY-UNAME)
ID/number

**Congratulation!**
**You have completed the**
**hire action.**

**Communications (Infotype 0105) continued** - The ID/number field stores the appropriate identification number of the communication type selected.  For example, if the type of communication selected is 'Cell Phone', then the identification number will be 'the cell phone number'.

# Questions and Answers

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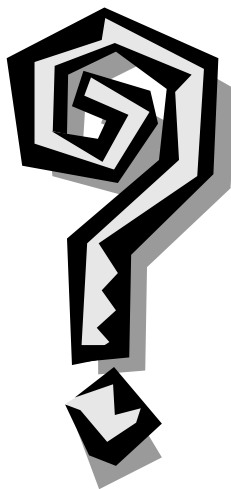
# Personnel Administration Tutorial

# **Fast Entry Hire Action**
## **PA42**

# What Will I Learn?

Experienced PA users will be able to:

➢ Process new hires using the Fast Entry
Transaction (PA42)

# Why Was This Developed?

To simplify and expedite the hiring process.

# What's New?

**The Fast Entry Hiring Action combines several of your most important infotypes into ONE SCREEN.**

1.   **Actions – IT0000**
2.   **Personal Data – IT0002**
3.   **Organizational Assignment – IT0001**
4.   **Addresses (Permanent Res)- IT0006**
5.   **Additional Personal Data – IT0077**
6.   **Residence Status- IT0094**
7.   **Planned Working Time – IT0007**
8.   **Bank Details- IT0009**
9.   **Residence Tax Area – IT0207**
10.  **Work Tax Area – 0208**
11.  **Unemployment State - 0209**

# What's In It For Me?

- ➢ Reduces key strokes by more than 50%
- ➢ Creates many infotypes in the background

**COMPLETE ONLY FOUR (4) SCREENS**

# Fast Entry-Hire

# Important Things To Check Before You Begin

➢ CHECK for previous state employment.

➢ CONTACT OPM/State Payroll Systems to REQUEST a search of all participating AASIS agencies for previous employment.

➢ VERIFY the employee's social security number, permanent address information, bank information for direct deposit and W4/W5 information.

**Stop! Think! Remember!**

# Demonstration

## **Fast Entry - Hire**

Human Resources > Personnel Management >
Administration > HR Master Data > Fast Entry Actions (PA42)

# Fast Entry-Hire
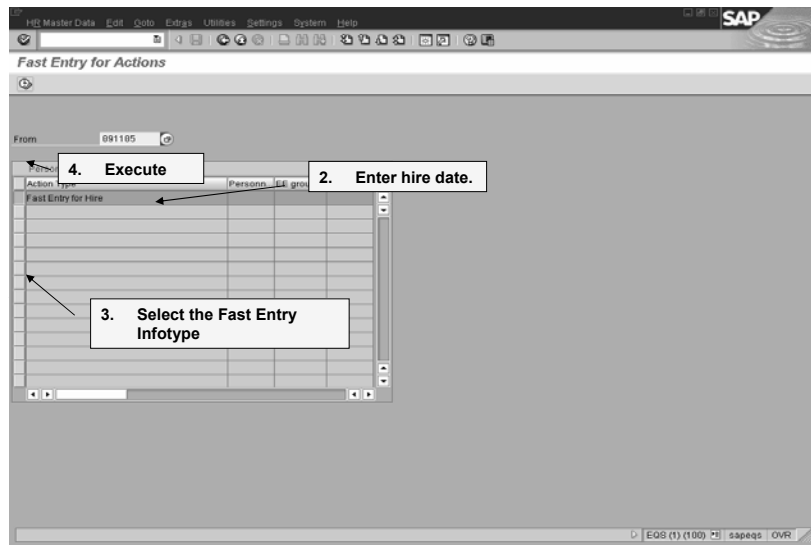


1. **You may enter the transaction code (PA42) or follow the menu path.**

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# Fast Entry-Hire

**Fast Entry for Actions**

From    091105

**4.    Execute**

**2.    Enter hire date.**

| Action Type | Personn | EE grou |
|---|---|---|
| Fast Entry for Hire | | |

**3.    Select the Fast Entry Infotype**

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# Fast Entry-Hire



**New Hire Fast Entry Screen**

| Box | Instruction |
|-----|-------------|
| 7. | Enter |
| 6. | Enter Social Security number. |
| 5. | Enter the position number. |

Position 22125369   SSN 123456789

| Field | Value |
|-------|-------|
| BusArea | |
| Pers area | |
| Subarea | |
| EE group | |
| EE subgrp | |
| Valid From | 09/11/2005 |
| Action Type | Y6 |
| Action Reason | New Hire |
| Payroll admin. | |
| Pers.admin. | |
| Time admin. | |
| Benefits Admin | |
| Work contract | |

| Field | Value |
|-------|-------|
| Last name | |
| First name | |
| Mid name | |
| Address | |
| City | |
| Birth date | |
| Mar stat. | |
| Gender | |
| State | AR |
| Res status | C |
| Ethnic orig | |
| Addresstype | Permanent residen. |
| Zip | |

WS rule    Time Mgt stat  No Time Evaluation   Empl. %  100.00   Pttime empl

Pay method  ACH Payment f...  BnkDetailsTyp  Main bank    Bank Key
BankAcctNo    Control key  CHECKING

| Field | Value |
|-------|-------|
| Tax area | |
| Tax area | AR |
| Tax Auth | AR |
| Pers No. | 0 |

EQS (1) (100)  sapeqs  OVR

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# Fast Entry-Hire

**New Hire Fast Entry Screen**

| Position | 22125369 | SSN | 123456789 | | |
|---|---|---|---|---|---|
| BusArea | 0610 | Valid From | 09/11/2005 | Payroll admin. | |
| Pers area | FA01 | Action Type | Y6 | Pers.admin. | |
| Subarea | 0AL1 | Action Reason | New Hire | Time admin. | |
| EE group | Regular state ... | | | Benefits Admin | |
| EE subgrp | UE | | | Work contract | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Last name | | | Birth date | | | |
| First name | | | Mar stat. | | Res status | C |
| Mid name | | | Gender | | Ethnic orig | |
| Address | | | | | Addresstype | Permanent residen... |
| City | | | State | AR | Zip | |

| WS rule | OPEN09 | Time Mgt stat | Time Eval of Actual ti... | Empl. % | 100.00 | Pttime empl | |

| Pay method | ACH Payment f... | BnkDetailsTyp | Main bank | Bank Key | |
| BankAcctNo | | | | Control key | CHECKING |

| Tax area | AR |
| Tax area | AR |
| Tax Auth. | AR    AR |
| Pers No. | 0 |

Notice that once you hit enter, important
information defaults from the position.

# Fast Entry-Hire



**New Hire Fast Entry Screen**

| | | | | | |
|---|---|---|---|---|---|
| Position | 22876787 | SSN | 123456789 | | |

**8. Select the Administrators**

| | | | |
|---|---|---|---|
| BusArea | 8645 | Valid From | 09/11/2005 |
| Pers area | HL98 | Action Type | Y6 |
| Subarea | 0AL1 | Action Reason | New Hire |
| EE group | Regular state ... | | |
| EE subgrp | UE | | |

| | |
|---|---|
| Payroll admin. | Ida L Hampton |
| Pers.admin. | Marilyn J Wynn |
| Time admin. | Joyce A Watson |
| Benefits Admin | Deborah Shelton |
| Work contract | 1000 Hours/Year |

**9. Select the work contract.**

| | | | |
|---|---|---|---|
| Last name | Dixon | Birth date | 02251966 |
| First name | Mason | Mar stat. | 0 |
| Mid name | | Gender | MALE |
| Address | P O BOX 2918 | | |
| City | Little Rock | State | AR |

| | |
|---|---|
| Res status | C |
| Ethnic orig | White/No... |
| Addresstype | Permanent residen... |
| Zip | 72216 |

| | | | | | |
|---|---|---|---|---|---|
| WS rule | OPEN88 | Time Mgt stat | Time Eval of Actual ti... | Empl. % | 100.00 | Pttime empl |

| | | | |
|---|---|---|---|
| Pay method | ACH Payment f... | BnkDetailsTyp | Main bank |
| BankAcctNo. | 123454121 | | |

| | |
|---|---|
| Bank Key | 282875235 |
| Control key | CHECKING |

| | |
|---|---|
| Tax area | AR |
| Tax area | AR |
| Tax Auth | AR   AR |
| Pers No. | 0 |

**10. Enter the employee's personal data.**

**11. Enter bank information for direct deposit.**

# Fast Entry-Hire

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# Fast Entry-Hire



Notice an error message appears. This indicates that there is mandatory information that should be entered on this screen. If another screen appears before the BASIC PAY, it will indicate that you missed entering required information on the Fast Entry fields. This will happen for each required field.

# Fast Entry-Hire



**15. Enter**

**14. Enter the Filing status for AR. If necessary complete other fields.**

# Fast Entry-Hire



**17. Enter**

Create Withholding Info W4/W5 US

| | | |
|---|---|---|
| Personnel No | 52276 | Name | Mason D.. Status Active |
| EE group | 1 Regular State Em.. | Personnel ar | HL98 Department of Health |
| EE subgroup | UE Employee | SSN | 123-45-6789 |
| Start | 09/11/2005 to | 12/31/9999 | |

**Status**
Tax authority FED Federal
Filing Status

**16. Enter the Filing status for FED. If necessary complete other fields.**

**Exemptions**
Allowances
Tax Exempt Indicator    ☐ IRS mandates

**Withholding adjustments**
Add.withholding    USD
Default formula    1 PERCENTAGE M..    Alternative formula

**W-5 filing status**
EIC status

**Overrides (from infotype 0234)**

| From date | End Date | Supplemental met.. | Tax override | Em.. |
|---|---|---|---|---|

Make an entry in all required fields     EQS (1) (100) sapeqs OVR

# Exercise Scenario #1-A & B

❖Your agency has recently offered to hire
   two new people to fill vacant positions.
   The new people have accepted the
   offers.  It is your role to hire these two
   new people in AASIS.